

## Debit & Web Instructions

---

If this is your first time using this website - **Please notify your bank that we are authorized to debit your account, thank you.**

1. Make your browser favorites or bookmarks to use the new website link  
[www.nebraskachildsupport.com/employers](http://www.nebraskachildsupport.com/employers)
2. **Click on Login** - Enter your Login ID and Password. Your login ID and password have not changed.
  - If you forgot your password, please click on Login and then Forgot Password.
  - If you want to change your password, please click on Login and then Change Password.
3. **Click on Employer Info** - Check for accuracy and update if needed.
4. **Click on Employee List** – Add and Delete employees from the list. This list should contain all employees that you are remitting Nebraska child support payments for. If an employee has more than one case you need to enter only one case plus the total amount withheld. **YOU SHOULD ADD NEW EMPLOYEES BEFORE MAKING YOUR PAYMENT! \*\*\***
5. **Click on Make a Payment** - You may now start making online child support payments.
6. **Make a Payment – Select Bank Account (Step 1 of 4)**
  - Select your bank account to be debited or add, edit or delete an account.
  - Select the Debit Date you wish to have the funds debited from your account. (Next)
7. **Make a Payment – Selection Criteria (Step 2 of 4)**
  - Select the group of employees you wish to remit for with this payment.
  - Select the Pay Date – this is the date that your employee(s) will be credited for this payment(Next)
8. **Make a Payment – Select Employees (Step 3 of 4)**
  - To add a new employee [Click here](#). \*\*\*
  - Edit or Remove an existing employee(s).
  - Select Employee box – to add an additional entry for an employee on the list. (Next)
9. **Make a Payment – Verify Payment (Step 4 of 4).**
  - Verify the payment , check the disclaimer box and (Submit Payment)
10. **Make a Payment – Payment Confirmation**
  - Please print this page and keep for your confirmation of payment
  - To view your payments click on View Payments
11. **View Payments**
  - This list shows all of your payments since you started using our website
  - You may Delete any Pending payments

\*\*\* **Employee Add:**

1. Complete the information in the boxes.
2. Click on **Add Case**.
3. Enter **Case Identifier** (CA2...) and **Withholding Amount**.
4. Click on **Update**.
5. When finished entering case identifiers and withholding amounts, click on **Submit**.